Entering a Member’s Weigh-In Data

**Introduction**

This section provides the procedures for a Personnel and Administration office or Command User to enter a member’s Weigh-In data in Direct Access (DA).

**References**

(a) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(b) Coast Guard Body Composition Desk Guide, CG-1331
(c) CG-13 Coast Guard Body Composition Program
(d) ACN 113/19 Medical Screening for Body Composition Compliance Procedures
(e) ACN 033/20 Update to the Coast Guard Weight and Body Fat Standards Program
(f) Video: Body Composition Pilot and AC Overview

**IMPORTANT:**

DA Remarks Requirements

The remarks section of the Weigh-In Data page must contain the following data elements. These data elements must be entered in the order specified, use the specific alpha numeric code shown below, and be separated by a slash (/):

(a) Reason for screening:
   1) Semi-annual (SA)
   2) Accession (AS)
   3) Advancement (AV)
   4) CO/OIC Directed (CO)
   5) Expiration of Abeyance (EA)
   6) PCS Transfer (PC)
   7) Probation (PR)
   8) Reserve Orders to Active Duty (RO)
   9) TDY/TAD Orders (TD)
  10) Training ‘A’ School (TA)
  11) Training Other (TR)
  12) Other (OT)

(b) Compliance with MAW: Y or N

(c) Compliance with Max Body Fat: Y, N, or NA (not taken)

(d) Abdominal Circumference (AC) in inches. If AC measurement was not taken, enter 0.0

(e) Compliance with AC measurement: Y, N, or NA (not taken)

(f) Abeyance Status: Y, N, NA (not taken), or P (pending)

(g) Medically Cleared to PT: Y, N, NA (not needed), P (pending)

(h) PT Results: Y, N, NA (not needed), P (pending), or D (declined)

(i) Overall Compliance: Y, N, or P (pending)

(j) Probation: Y, N, NA

*Continued on next page*
Entering a Member's Weigh-In Data, Continued

IMPORTANT: DA Remarks Requirements, continued

Examples:

1) A male member on a semi-annual body composition screening who is 5’9” and weighs 197 lbs., has a body fat percentage of 28%, an AC of 40 inches, and does not have an abeyance, is cleared for PT, and passes the Boat Crew PFT would have the following remarks string: SA/N/N/40/N/Y/Y/Y/NA.

2) A female member with orders to resident training at a class ‘A’ school who is 5’6” and weighs 145 lbs., would have the following remarks string: TA/Y/NA/0.0/NA/NA/NA/NA/Y/NA.

Top Five Common Remarks Strings

The following remarks strings have been created to allow the user to copy and paste the applicable remarks string into DA and enter the AC inches when appropriate:

Max Weight within MAW at Semi-annual screening:
SA/Y/NA/0.0/NA/NA/NA/NA/Y/N

Above Max Weight and within AC and CV at Semi-annual weigh-In (AC inches measurement replaces “##”):
SA/N/Y/##/Y/NA/NA/NA/Y/N

Above Max Weight, within CV but did not meet AC at Semi-annual weigh-In (AC inches measurement replaces “##”):
SA/N/Y/##/N/NA/NA/NA/Y/N

Above Max Weight, above CV but within AC at Semi-annual weigh-In (AC inches measurement replaces “##”):
SA/N/N/##/Y/NA/NA/NA/Y/N

Pending Status - member is not within MAW and did not pass taping methods (AC inches measurement replaces “##”):
SA/N/N/##/N/P/P/P/NA

NOTE: See the Direct Access Data Entry Procedures for the Body Composition Pilot Program worksheet located at the end of this guide for more information on the remarks strings.

Body Composition Pilot Program Record of Screening Form

The Record of Body Composition Screening form shall be completed for each member. The screening form can be found at the end of this guide.

The Body Composition Pilot Program Record of Screening form is also located on the CG-13’s Body Composition Program portal page.

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Timing

Physical characteristics should be entered upon accession, semi-annually when the member is weighed, and within 30 days prior to the class convening date when the member is ordered to resident training. The member’s weigh-in data must be updated if the member exceeds the maximum allowable weight (MAW) standards. NOTE: If a member has not conducted a height measurement during their current tour, one must be completed during the April weigh-in.

All data, regardless of a member’s compliance or non-compliance with weight standards, and irrespective of the scheduling or completion of any medical referrals, shall be recorded in DA within 10 days after the end of each weigh-in period.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Person Profiles from the Core HR pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s Empl ID and click Search. The Correct History box is checked by default.</td>
</tr>
</tbody>
</table>

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID begins with: 1234567
- Profile Type
- Name
- Last Name
- Alternate Character Name

Include History, Correct History, Case Sensitive

Search, Clear, Basic Search, Save Search Criteria
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The member’s Person Profile page will display. Select the <strong>Mobility</strong> tab.</td>
</tr>
</tbody>
</table>

The member’s Person Profile page will display. Select the **Mobility** tab.

**Person Profile**

- **Empl ID**: 1234567
- **Profile Type**: PERSON
- **Profile Status**: Active
- **Description**: Peter Parker

**Competencies**

<table>
<thead>
<tr>
<th>ID</th>
<th>Competency</th>
<th>Effective Date</th>
<th>Evaluation Type</th>
<th>Proficiency</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCMRBS24</td>
<td>RBS-II BCM</td>
<td>07/01/2019</td>
<td>Approved/Official</td>
<td>3-Good</td>
<td></td>
</tr>
<tr>
<td>CRWA1</td>
<td>SPC-SW BCM</td>
<td>04/09/2019</td>
<td>Approved/Official</td>
<td>3-Good</td>
<td></td>
</tr>
<tr>
<td>CRM8M45</td>
<td>R8-M BCM</td>
<td>04/25/2017</td>
<td>Approved/Official</td>
<td>3-Good</td>
<td></td>
</tr>
<tr>
<td>FTEP-P1</td>
<td>FTE Pistol Course Phase I</td>
<td>03/27/2018</td>
<td>Approved/Official</td>
<td>3-Good</td>
<td></td>
</tr>
<tr>
<td>FTEP-P2</td>
<td>FTE Pistol Course Phase II</td>
<td>03/29/2018</td>
<td>Approved/Official</td>
<td>3-Good</td>
<td></td>
</tr>
</tbody>
</table>

**Officer Specialty Code**

There are currently no Officer Specialty Code for this profile. Please add one if required.

**Profile Content**

There are currently no Profile Content for this profile. Please add one if required.

**Add New Competencies**

**Add New**

*Save*

**Return to Search**  **Previous in List**  **Next in List**

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4    | The Mobility tab will display. There are two ways to enter a member’s weigh-in data:  
1) Select **Member Weigh-In Data** and continue with Step 5, or  
2) Select **Add New Weigh-In Information** and skip to Step 7. |

---

**Person Profile**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Profile Type</th>
<th>Profile Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>PERSON</td>
<td>Active</td>
<td>Peter Parker</td>
</tr>
</tbody>
</table>

**Physical Characteristics**

There are currently no Physical Characteristics for this profile. Please add one if required.

**Weigh-In Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>Content Item ID</th>
<th>View History</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEIGHT</td>
<td><strong>Member Weigh-In Data</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

Continued on next page
### Entering a Member's Weigh-In Data, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td>By selecting <strong>Member Weigh-In Data</strong>, the member’s current weigh-in data will display. Click the (+) button to add a new row.</td>
</tr>
</tbody>
</table>

**Person Profile**

**Update Weigh-In Information**

Update item details, then select **OK** to apply changes and return. Select **Cancel** to return without any changes.

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weigh-In Date</strong></td>
<td>04/29/2019</td>
</tr>
<tr>
<td><strong>Content Item ID</strong></td>
<td>WEIGHIN</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Height in Inches</strong></td>
<td>68</td>
</tr>
<tr>
<td><strong>Neck Size in Inches</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Body Fat %</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Weight in Pounds</strong></td>
<td>161</td>
</tr>
<tr>
<td><strong>Waist In Inches</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Max Allowed Body Fat %</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Circumference Value</strong></td>
<td></td>
</tr>
</tbody>
</table>

- 254 characters remaining

- 254 characters remaining

**Max Allowable Weight**

- 180

- 251 characters remaining

**Weight Over**

- 254 characters remaining

**Remarks**

- Semi Annual

- 243 characters remaining

---

*Continued on next page*
Entering a Member's Weigh-In Data, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>A new row will display, carrying over much of the information from the previous row. Skip to Step 8.</td>
</tr>
</tbody>
</table>

#### Person Profile

**Update Weigh-In Information**

- **Empl ID**: 1234567
- **Profile Type**: PERSON

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

#### Details

- **Weight-In Date**: 10/05/2019
- **Status**: Active
- **Height in Inches**: 68
- **Body Fat %**: 12%
- **Semi Annual Weigh-In?**: Yes
- **Weight in Pounds**: 181
- **Waist in Inches**: 36
- **Max Allowed Body Fat %**: 15%
- **Overweight?**: No
- **Circumference Value**: 30 inches
- **Hip Size Inches (Women only)**: 36 inches
- **Max Allowable Weight**: 180 lbs
- **Weight Over**: 10 lbs
- **Remarks**: Semi Annual

[Image of the Weigh-In information form]

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Continued on next page
Entering a Member's Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>By selecting <strong>Add New Weigh-In Information</strong>, a new row is automatically generated.</td>
</tr>
</tbody>
</table>

**Person Profile**

**Add New Weigh-In Information**

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Weight-In Date</em></td>
<td>10/05/2019</td>
</tr>
<tr>
<td><em>Content Item ID</em></td>
<td></td>
</tr>
<tr>
<td><em>Status</em></td>
<td>Active</td>
</tr>
<tr>
<td><em>Height In Inches</em></td>
<td></td>
</tr>
<tr>
<td>Neck Size In Inches</td>
<td></td>
</tr>
<tr>
<td>Body Fat %</td>
<td></td>
</tr>
<tr>
<td>[ ] Semi Annual Weigh-In?</td>
<td></td>
</tr>
<tr>
<td><em>Weight In Pounds</em></td>
<td></td>
</tr>
<tr>
<td>Waist In Inches</td>
<td></td>
</tr>
<tr>
<td>Max Allowed Body Fat %</td>
<td></td>
</tr>
<tr>
<td>[ ] Overweight?</td>
<td></td>
</tr>
<tr>
<td>Circumference Value</td>
<td>254 characters remaining</td>
</tr>
<tr>
<td>Hip Size Inches (Women only)</td>
<td>254 characters remaining</td>
</tr>
<tr>
<td>Max Allowable Weight</td>
<td>254 characters remaining</td>
</tr>
<tr>
<td>Weight Over</td>
<td>254 characters remaining</td>
</tr>
<tr>
<td>Remarks</td>
<td>254 characters remaining</td>
</tr>
</tbody>
</table>

[OK] [Cancel] [Apply and Add Another]
Entering a Member's Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The Weigh-In Date will default to the current date. Update the <strong>Weigh-In Date</strong> as appropriate. Using the <strong>Content Item ID</strong> lookup, select WEIGHIN and ensure the <strong>Status</strong> indicates Active. Check the <strong>Semi Annual Weigh-In?</strong> box if the weigh-in data is the result of a semi-annual weigh-in.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Weigh-In Date</td>
</tr>
<tr>
<td>*Content Item ID</td>
</tr>
<tr>
<td>*Status</td>
</tr>
<tr>
<td>Height in Inches</td>
</tr>
<tr>
<td>Neck Size in Inches</td>
</tr>
<tr>
<td>Body Fat %</td>
</tr>
<tr>
<td>Semi Annual Weigh-In?</td>
</tr>
<tr>
<td>Weight in Pounds</td>
</tr>
<tr>
<td>Waist in Inches</td>
</tr>
<tr>
<td>Max Allowed Body Fat %</td>
</tr>
<tr>
<td>Overweight?</td>
</tr>
<tr>
<td>Circumference Value</td>
</tr>
<tr>
<td>252 characters remaining</td>
</tr>
<tr>
<td>Hip Size Inches (Women only)</td>
</tr>
<tr>
<td>254 characters remaining</td>
</tr>
<tr>
<td>Max Allowable Weight</td>
</tr>
<tr>
<td>251 characters remaining</td>
</tr>
<tr>
<td>Weight Over</td>
</tr>
<tr>
<td>253 characters remaining</td>
</tr>
<tr>
<td>Remarks</td>
</tr>
<tr>
<td>229 characters remaining</td>
</tr>
</tbody>
</table>

Continued on next page
### Entering a Member's Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9    | Enter the member’s **Height in Inches** (limited to 2 digits) and **Weight in Pounds** (limited to 3 digits).  

**NOTE:** Do **NOT** enter decimals (half inches or half pounds). **Round measurements to the nearest whole number.** For example, 160.7 lbs. would be entered as 161 lbs. If the member 5’7.5” or 67.5 inches tall, the height would be entered as 68 inches. |
Using the charts provided in reference (a), enter the member’s **Max Allowed Body Fat %** (only if member is over their max weight) and **Max Allowable Weight** (required regardless of their weight).

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Weigh-In Date</td>
<td>10/05/2019</td>
</tr>
<tr>
<td>*Content Item ID</td>
<td>WEIGHIN</td>
</tr>
<tr>
<td>*Status</td>
<td>Active</td>
</tr>
<tr>
<td>*Height in Inches</td>
<td>68</td>
</tr>
<tr>
<td>Neck Size in Inches</td>
<td></td>
</tr>
<tr>
<td>Body Fat %</td>
<td></td>
</tr>
<tr>
<td>✓ Semi Annual Weigh-In?</td>
<td></td>
</tr>
<tr>
<td>*Weight in Pounds</td>
<td>161</td>
</tr>
<tr>
<td>Waist in Inches</td>
<td></td>
</tr>
<tr>
<td>Max Allow Body Fat %</td>
<td></td>
</tr>
<tr>
<td>Overweight?</td>
<td></td>
</tr>
<tr>
<td>Circumference Value</td>
<td></td>
</tr>
<tr>
<td>Hip Size Inches (Women only)</td>
<td></td>
</tr>
<tr>
<td>Max Allowable Weight</td>
<td>180</td>
</tr>
<tr>
<td>Weight Over</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>If the member has exceeded their MAW, enter the <strong>Circumference Value (CV)</strong> in inches, rounded <strong>down</strong> to the nearest half-inch and enter the member’s estimated <strong>Body Fat %</strong>.</td>
</tr>
</tbody>
</table>

Circumference values are calculated from the formulas below and compared with the member’s height to determine estimated body fat percentage (see the charts provided in enclosure 2 of reference (a) to determine body fat %).

- **Male CV** = Abdomen circumference – Neck circumference (in inches)
- **Female CV** = Waist circumference + Buttocks circumference – Neck circumference (in inches)

For more guidance on how to measure the Abdominal Circumference, see the Video on the Body Composition Pilot Program and AC Overview found on CG-13’s webpage.

**NOTE:** This field is limited to 5 characters.
### Entering a Member's Weigh-In Data, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>If the member is compliant (meets weight or body fat %), enter 0 in the <strong>Weight Over</strong> field. If the member is <strong>NOT</strong> compliant (does not meet max weight or max body fat %, check the <strong>Overweight?</strong> box and enter the number of pounds over their MAW in the <strong>Weight Over</strong> field.</td>
</tr>
</tbody>
</table>

![Image of member weigh-in data input screen](image_url)

*Continued on next page*
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13   | In the Remarks field, enter the remarks string (see IMPORTANT: DA Remarks Requirements for examples or use the default strings provided in the Top Five Common Remarks Strings located at the beginning of this guide). The remarks section of the Weigh-In Data page must contain the following data elements. These data elements must be entered in the order specified, use the specific alpha numeric code shown below, and be separated by a slash (/):
  
  (a) Reason for screening:
    1) Semi-annual (SA)
    2) Accession (AS)
    3) Advancement (AV)
    4) CO/OIC Directed (CO)
    5) Expiration of Abeyance (EA)
    6) PCS Transfer (PC)
    7) Probation (PR)
    8) Reserve Orders to Active Duty (RO)
    9) TDY/TAD Orders (TD)
   10) Training ‘A’ School (TA)
   11) Training Other (TR)
   12) Other (OT)
  
  (b) Compliance with MAW: Y (Yes) or N (No)
  
  (c) Compliance with Max Body Fat: Y, N, or NA (not taken)
  
  (d) Abdominal Circumference (AC) in inches. If AC measurement was not taken, enter 0.0
  
  (e) Compliance with AC measurement: Y, N, or NA (not taken)
  
  (f) Abeyance Status: Y, N, NA (not taken), or P (pending)
  
  (g) Medically Cleared for PT: Y, N, NA (not needed), P (pending)
  
  (h) PT Results: Y, N, NA (not needed), P (pending), or D (declined)
  
  (i) Overall Compliance: Y, N, or P (pending)
  
  (j) Probation: Y, N, NA |
### Entering a Member's Weigh-In Data, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14</strong></td>
<td>Once all fields have been updated as appropriate, click <strong>OK</strong>.</td>
</tr>
</tbody>
</table>

![Form screenshot showing details of a member's weigh-in data include fields for Weigh-In Date, Content Item ID, Status, Height in Inches, Neck Size in Inches, Body Fat %, Semi Annual Weigh-In?, Weight in Pounds, Waist in Inches, Max Allowed Body Fat %, Overweight?, Circumference Value, Hip Size Inches (Women only), Max Allowable Weight, Weight Over, and Remarks.](image_url)
Entering a Member's Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

- **Person Profile**
  - Empl ID: 1234567
  - Profile Type: PERSON
  - Profile Status: Active
  - Description: Peter Parker

- **Physical Characteristics**
  - There are currently no Physical Characteristics for this profile. Please add one if required.

- **Weigh-In Information**
  - ID: WEIGHT
  - Content Item ID: Member Weigh-In Data

- **Add New Physical Characteristics**
- **Add New Weigh-In Information**
  - Save
Entering a Member’s Weigh-In Data, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Once saved, a <strong>status message</strong> will display. Click <strong>Return to Search</strong> to enter Weigh-In data for another member or click the Home button to return to the main page.</td>
</tr>
</tbody>
</table>

**Person Profile**

*Empl ID: 1234507*
*Profile Type: PERSON*
*Profile Status: Active*
*Description: Peter Parker*

**Physical Characteristics**

*There are currently no Physical Characteristics for this profile. Please add one if required.*

**Weigh-In Information**

*ID: WEIGHIN*
*Content Item ID: Member Weigh-In Data*

**Add New Weigh-In Information**

**Return to Search**
**Record of Body Composition Screening**

**PRIVACY ACT STATEMENT**

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

**AUTHORITY:** U.S. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series); DoD Instruction 1008.3 (November 5, 2002)

**PURPOSE:** To determine if a United States Coast Guard (USCG) military members meets weight and body composition requirements.

**ROUTINE USES:** Authorized USCG officials will use this information to determine if a USCG military members meet weight and body composition requirements. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

**DISCLOSURE:** The information collected on this form is part of the requirements of your military service in the U.S. Coast Guard

**DATE:** __________________

☐ Semi Annual

☐ Other/ Reason for screening (i.e. probation/PCS):

**EMPLID:** ______________

**NAME:** ______________

**LAST** __________________

**FIRST** __________________

**AGE:** ______________

1. **All members, initial weight screening, no footwear**

<table>
<thead>
<tr>
<th>Height</th>
<th>MAX Allowable weight per BMI table</th>
<th>AGE</th>
<th>Maximum Body Fat</th>
<th>Max body Fat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round to the nearest whole number</td>
<td>inches</td>
<td></td>
<td>MEN, WOMEN,</td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td>Pounds</td>
<td>LESS THAN 30</td>
<td>22%</td>
<td>32%</td>
</tr>
<tr>
<td>Round to the nearest whole number</td>
<td></td>
<td>LESS THAN 40</td>
<td>24%</td>
<td>34%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40 and above</td>
<td>26%</td>
<td>36%</td>
</tr>
</tbody>
</table>

3. **Circumference Value (CV)**

**NOTE:** Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.

***Additional Body Composition Screening sheet REQUIRED if conducting measurement with and without clothing for buttocks area ONLY.

<table>
<thead>
<tr>
<th>+Buttocks (females only, use 0 for males)</th>
<th>-Neck</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round down to nearest half-inch. Measure over the belly button for males, smallest point for females.</td>
<td>Round up to nearest half-inch, measure below larynx</td>
<td></td>
</tr>
<tr>
<td>Over Clothing Y N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set 1</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>Set 2</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>Set 3</td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>Set 4 (if needed)</td>
<td>+</td>
<td>-</td>
</tr>
</tbody>
</table>

**Enter Circumference Value (CV) as determined below**

Enter Body fat from CIM 1020.8H enclosure (2)  %

4. **Abdominal Circumference (AC)**

**Note:** Three complete readings are required, must utilize tension tape. Compare the three totals. Is any difference greater than 1 inch? If yes, complete set 4 and see block 5.

<table>
<thead>
<tr>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAX 39 INCHES</td>
<td>Round down to nearest half-inch. Measure directly above the hip-bone (iliac crest)</td>
</tr>
<tr>
<td>Set 1</td>
<td></td>
</tr>
</tbody>
</table>

5. **AC/ CV Average (if needed)**

Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5:

\[
(\text{Set 1} + \text{Set 2} + \text{Set 3}) ÷ 3 = \text{CV/AC to enter in block 2 or 4}
\]

I agree that the above measurements are accurate and I am aware of the current Body Composition Standards.

**Member (Print and Sign):**

**Taper (Print and Sign):**

**Observer (Print and Sign):**

**CMD Witness (Print and Sign):**

**DA Entry (Print and Sign):**
Direct Access Data Entry Procedures for the Body Composition Pilot Program

Top Five Common default strings
Max Weight within MAW at Semiannual screening is:
SA/Y/NA/0.0/NA/NA/NA/NA/Y/N
Above Max Weight and within AC and CV at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/Y/##/Y/NA/NA/NA/Y/N
Above Max Weight, within CV but did not meet AC at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/Y/##/N/NA/NA/NA/Y/N
Above Max Weight, above CV but within AC at Semiannual weigh-In is (AC inches measurement replace "##"):
SA/N/N/##/Y/NA/NA/NA/Y/N
Pending Status - member did not pass weigh in or neither taping methods (AC inches measurement replace "##"):
SA/N/N/##/N/P/P/P/P/NA

DA DATA STRING CHEAT SHEET:
The remarks section will contain the following data in order with each individual data element separated by a slash (/):

**NOTE:** Circle one option in each; a-j to determine the DA Data String.

a. Reason for screening:
   1.) Semiannual: (SA)
   2.) Accessions: (AS)
   3.) Advancement: (AV)
   4.) CO/OIC Directed: (CO)
   5.) Expiration of Abeyance: (EA)
   6.) PCS Transfer: (PC)
   7.) Probation: (PR)
   8.) Reserve Orders to AD: (RO)
   9.) TDY/TAD Orders: (TD)
   10.) Training "A" School: (TA)
   11.) Training Other: (TR)
   12.) Other: (OT)

b. Compliance with MAW: Y or N
c. Compliance with Max Body Fat: Y, N or NA (if not taken)
d. AC measurement: Number is inches; If AC measurement was not take enter 0.0
e. Compliance with AC measurement: Y, N, or NA (if not taken)
f. Abeyance Status: Y, N, NA (if not taken), or P (Pending)
g. Medically Cleared to PT: Y, N, NA (if not needed), or P (Pending)
h. PT results: Y, N, NA (if not needed), or P (Pending)
i. Overall Compliance: Y, N, or P (Pending)
j. Probation: Y, N, or NA